



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Employee Relations and Benefits
SCHOOL/DEPARTMENT	Human Resources
SALARY	School Administrator VI plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Human Resources Officer
SUPERVISES	1 Human Resources Specialist; 1 Benefits Specialist
WORK WEEK SCHEDULE	Monday - Friday; some evenings and weekends may be required
WORK HOURS	40 Minimum
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Employee Relations and Benefits is responsible for coordinating employee relations' services including benefits and handling of HR policy enforcement and district wide policy updates, employee grievances and petitions, unemployment claims and ESC hearings, retirement, disability, FMLA entitlements, ADA compliance, updating school district Employee Handbook electronically and for printing purposes, investigations of alleged employee misconduct, and addressing performance concerns and action plan enforcement. The Director works to ensure that there is a fair and appropriate application of all policies concerning employee conduct and privileges within the Orange County School System. The Director collaborates with leadership, the School Board attorney, site based administrators as well as employees to analyze and to resolve complex issues concerning employee rights consistent with applicable district guidelines as well as state and federal laws and provides appropriate training as necessary. The Director also serves as the Title IX Coordinator.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community
- Thorough knowledge of federal, state and local laws, rule and regulations governing personnel administration
- Thorough knowledge of OCS organization and operational policies and procedures
- Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations
- Thorough knowledge of ADA, FMLA, disability, unemployment, and workers' compensation benefits and entitlements
- Thorough knowledge of Title IX provisions
- Considerable knowledge of the current literature, trends and developments in the field of Public School law, personnel administration, and personnel benefits and entitlements
- Ability to maintain confidentiality regarding highly sensitive employee information
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to speak to individuals or groups with professionalism, poise, voice control and confidence
- Ability to respond adequately and in a timely fashion to inquiries and/or complaints

EDUCATION, TRAINING, AND EXPERIENCE

- Master's degree or advanced degree from an accredited institution in education, law, or administration/supervision
- Five (5) years of related experience working with human resources, personnel, and employee relations' issues
- Thorough understanding and knowledge of Orange County School Board policies and of NC Public School laws
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Successful public school teaching experience
- Successful experience as a public school principal
- SHRM certification or other human resources related certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and manage personnel practices within the district that ensure compliance with state and federal laws, regulations, and school board policies
2. Coordinate programs for employee leave, benefits, disability and workers' compensation
3. Monitor state and federal laws, court rulings, and guidelines in order to recommend changes in personnel policies for the school district that are consistent with current legal requirements for programs such as ADA and FMLA
4. Assist the Chief Human Resources Officer as needed regarding interviews and/or conferences with employees lodging complaints, grievances, or concerns
5. Conduct employee investigations into misconduct and/or violations of school board policy, state regulations and/or federal law as assigned by the Chief Human Resources Officer
6. Lead investigations and mediation when employee performance concerns are reported that may require dismissal, resignation, or suspension from job
7. Provide follow-up information and assessment of investigations to the Chief Human Resources Officer
8. Consult extensively with the Board Attorney and the Chief Human Resources Officer regarding employee issues facilitating their conclusion in a timely manner
9. Assist with employee interaction and subsequent disciplinary action as warranted
10. Participate in communication with NCAE representatives
11. Participate in consultation with law enforcement, judicial system officials, and other appropriate agencies to gather information pertinent to specific employee investigations
12. Provide correspondence to complainant(s) and employee upon closure of investigation
13. Provide support as needed to draft correspondence and Employee Agreements for the Chief Human Resources Officer
14. Manage non-renewal process, action plans, and other personnel issues
15. Oversee the school district programs: Return to Work, accommodations, employee assistance, and unemployment
16. Provide written and oral guidance to staff and other personnel regarding interpretation of OCS policies, state and federal regulations and requirements
17. Conduct employment criminal history screening of all applicants, employees, contractors and temporary workers for Orange County Schools
18. Maintain OCS Employee Handbook
19. Provide guidance pertaining to Title IX provisions for employees
20. Perform other duties as assigned by the Chief Human Resources Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*